



# JOB OPPORTUNITY

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**Announcement Number:** 08-621 (Amendment #1: to extend closing date)  
**Position Title:** **Business Continuity Manager**  
**Series and Grade:** PG-0301-14  
**Salary Range:** \$98,033 - \$127,442 PA  
**Promotion Potential:** PG-14  
**Opening Date:** 07/01/08  
**Closing Date:** 07/21/08  
**Location of Position:** Office of the Chief Technology Officer, WASHINGTON, DC  
**Number of Openings:** One  
**Type of Appointment:** Career or Career-Conditional  
**Work Schedule:** Full-Time  
**Who May Apply:** All U.S. Citizens

**Make Your Mark** on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. As an agency we possess a diverse wealth of talent with employees representing many diverse administrative fields and trades. If you are an energetic, inventive individual looking for a challenging, yet rewarding career opportunity, GPO may be the place for you!

## **MAJOR DUTIES:**

The Business Continuity Manager establishes and maintains GPO's Continuity of Operations (COOP) Strategy, Objectives, Measures, and Technology. Establishes COOP annual Test, Training, and Exercise elements. Reviews business unit level tactical and implementation plans to determine conformance to higher level strategy, coordination among business units and external partners, conformance to Federal standards, and appropriate use of technology. Establishes and maintains liaison with appropriate Congressional staff, GPO employees, other Federal agencies and private sector entities regarding technology, issues, initiatives, and standards related to the emergency management preparedness arena. Acts as the staff-lead program official for matters regarding overall GPO COOP planning. As such, incumbent is the staff point-of-contact for an array of planning activities, frequently coordinating these activities with House officials, Senate officials, other Legislative entities (e.g., Library of Congress), Executive Departments and agencies, the Judicial Branch, and the private sector. Provides or creates required materials and deliverables necessary for the COOP Plan to be compliant with current GPO policy and guidance and prepared for presentation to stakeholders. Analyzes the production processes that support essential functions and advocates for process and new technology that will help achieve GPO's target COOP capabilities. This includes advocating for improvements in standard business processes and tools so that GPO is better prepared for COOP.

## **NOTE:**

This position requires the incumbent to obtain and maintain a top secret security clearance upon appointment.

**QUALIFICATIONS NEEDED:**

Applicants must possess one year of specialized experience equivalent to the PG-13 grade level. Examples of specialized experience include: developing and implementing emergency preparedness plans, evaluating essential organizational functions, and gaining consensus among stakeholder groups. Applicants should be specific in addressing these areas within their application.

All qualification requirements must be met by the closing date of this announcement.

**SELECTIVE PLACEMENT FACTOR (SPF):**

The following selective placement factor (SPF) is considered to be essential to satisfactory job performance. Applicants **must** provide a detailed, separate narrative response to this SPF, in addition to the KSA's listed below to receive further consideration.

1. Demonstrated knowledge and experience in overall business continuity planning in an industry or government activity related to time sensitive publishing, printing, or content management.

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications and selective placement factor described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

**Knowledge, Skills, and Abilities (KSAs) required for this position:**

1. For Federal experience: Knowledge of and skill in interpreting rules, regulations, and Executive Orders related to COOP requirements and initiatives. For private sector business continuity experience: Knowledge and skills in interpreting rules, directives, and standards relating to Business Continuity. Please specify those rules standards, and regulations with which you work and how you applied them to perform COOP responsibilities.
2. Demonstrated skill in performing project management, reporting, task, and budget tracking functions for a complex, multi-faceted initiative. Please describe the context of the initiative, your role in keeping the project on track, and the outcomes achieved.
3. Demonstrated knowledge of Information Management and Printing Production technology used for the preparation, publication and dissemination of information products in both tangible and intangible form. Please describe a business problem you have encountered, your specific technical knowledge utilized in solving that problem, and the outcomes achieved.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to the Selective Placement Factor and each of the KSAs listed in this announcement.

**STEP 3:**

**Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran’s preference, you must also attach an SF-15 “Application for 10-Point Veterans’ Preference” plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292

**For Additional Information:**

HC Consulting Services  
Kristy Kaptur  
Phone: (202) 512-2010 x 31554  
TDD: (202) 512-1519

Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

To confirm receipt of your application, call: 202-512-1117.

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test, background check, and reference check before appointment.

GPO may pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**